SON/SOI Office Files

**** OFFICE - DISPLAY ****

FUNCTION__

AGENCY   U. S. Office of Personnel Management   CODE OM20 TYPE SO
NAME   Federal Investigations Processing Center   86 AGR: Y 85P AGR: N
ADDRESS   P O Box 618   86 SI: 24 85P SI:

CITY   Boyers   ST PA   Telephone Numbers:
COUNTRY   ZIP 16018-0618 Commercial: (724) 794-5
ALC: 111111111   Fax: (724) 794-2981

SEC	AUTHORIZED CONTACTS	SSN	ASID	TYPE	DATE
	CHRIS DEMATTEIS	345-72-3345		BI	11/1/1996
	NORMA LINK	222-34-5567		PRI	5/5/1997
	SANDY MCCALL	444-67-8899		PRI	8/11/1996

COMMENTS

(1) OFFICE (2) CONTACTS Y (3) SOI ACCESS (4) CORR SOI
(5) INSTRUCTIONS Y (6) EXPANDED SCREENING

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U. S. Office of Personnel Management
Investigations Service
Federal Investigations Processing Cent
PO Box 618
Boyers, PA   16018-0618
Commercial 724 794-5612 FAX 724 794-

(SOI label/code:)_____

SECURITY OFFICE IDENTIFIER (SOI) AUTHORIZATION AND AMENDMENT

ATTENTION: SECURITY OFFICER

OPM authorizes each agency Security Office a 4-character identifier, called the SOI. The SOI permits
OPM to return investigative reports to agency-approved addresses. The SOI also permits security offices
to obtain detailed investigative information. The Security Office must provide OPM-FIPC the following:

☑ An accurate mailing address for the Security Office;
☑ Name and social security numbers for authorized callers;
☑ Type and date of most recent background investigation conducted on the authorized c

To request an SOI or advise OPM of SOI changes, complete the necessary items on the form below.
Mail or fax the completed form to the address on the top of this form, attention Program Services
Office (PSO). For additional information and/or assistance, call OPM-FIPC, PSO at 724 794-5612.

1. [ ] Check this block if requesting a new SOI

2. [ ] Change/add agency name and/or address (include zip code):

Agency Name:

City _____ State _____Zip Code_____

3. [ ] Change/add security office telephone numbers:

Commercial: (___) _____ - _____ Extension: ___Commercial: (___) _____ - _____ Extension: __

4. [ ] Change/add Online Payment And Collection (OPAC) Agency Location Code (ALC): _____

Billing Address: _____

City _____ State _____ Zip Code _____

Contact Name: _____ Phone: (_____) _____ - _____ Extension: ____

5. [ ] Change/add security officer:

Name:

SSN:_____ - _____ - _____   Type/Date of last investigation:

6. [ ] Delete authorized Callers:

Name: _____ SSN:_____ - _____ - _____

Name: _____ SSN:_____ - _____ - _____

7. [ ] Add Authorized Callers:

a. Name: _____   **b.** Name: _____

SSN:_____ - _____ - _____   SSN:_____ - _____ - _____

Type/Date of last investigation: Type/Date of last investigation:

c. Name: _____   **d.** Name: _____

SSN:_____ - _____ - _____   SSN:_____ - _____ - _____

Type/Date of last investigation: Type/Date of last investigation:

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SOI Security Officer Signature:

(SON label/code:)_____

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SUBMITTING OFFFICE NUMBER (SON) AUTHORIZATION AND AMENDME

ATTENTION: PERSONNEL OFFICER

OPM authorizes an SON for each Personnel Office that submits investigation requests and to make case status requests. The SON data is used to mail a variety of investigative notices, and to contact a submitting office to clarify information that may otherwise delay an investigation. OPM-FIPC must have current information on:

☑ Agency name and mailing address; and
☑ Name, position, and phone numbers of a contact person.

To request an SON or advise OPM of SON changes, complete the necessary items on the form below. Mail or fax the completed form to the address on the top of this form, attention Program Services Office (PSO). For additional information and/or assistance, call OPM-FIPC, PSO at 724 794-5612.

1. **SON:**_____ **[ ] Check this block if requesting a n**

2. **SOI:**_____

3. **[ ] Change/add Online Payment And Collection (OPAC) Agency Location Code (ALC):**_____

Billing Address:_____

_____

City: _____ State:_____Zip Code:_____

Contact Name:_____ Phone: (_____) _____ - _____ Extension: ___

4. **[ ] Change/add Agency Name/Address:**

Agency Name: _____

Address: _____

City: _____ State:_____Zip Code:_____

5. **[ ] Add Contact Person:**

Name: _____

Position: _____

6. **[ ] Delete Contact Person:**

Name:_____

Name:_____

7. **[ ] Change/add SON Contact telephone numbers:** Commercial: (_____) _____ - _____ Extension: _____

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Billing Rates for DoD

FY 2000 Case Billing Rates for the Department of Defense   October 6, 1999

Case Type	Timeliness	Case Type/ Service Code	FY00 Price	Comments:
SSBI	75 Day Service	30B	$2,695	Due to anticipated volume, 35 Day Service is NOT routinely available. This service may be requested for special circumstances by contacting your OPM representative. The billing rate for 35 Day Service is $2,995.
	120 Day Service	30C	$2,595	
*SBIPR	180 Day Service	18F	$1,795	Due to anticipated volume, 120 Day Service is NOT routinely available. Expedited service may be requested for special circumstances by contacting your OPM representative.
*ANACI	75 Day Service	09B	$165	Expedited service not routinely available
*NACLC	75 Day Service	08B	$145	Expedited service not routinely available
Special Interviews	N/A	N/A	$375	Additional charge applied to any investigation shown above when developed information requires Subject recontact for expanded information.

*The SBIPR, ANACI, and NACLC provided for the Department of Defense includes routine expansion to resolve issues consistent with the Defense Security Service (DSS) Decision Logic Table (DLT). Prices have been adjusted from OPM's regular price schedule to include this expansion.

The OPM SSBI does not require expansion to meet the requirements of the DSS DLT. Prices quoted are OPM's standard advertised prices.

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Automated Fingerprint Processing
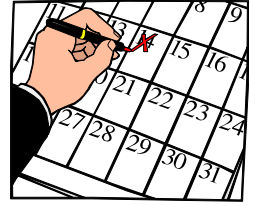
- **July 1999, the FBI Criminal Justice Information**
  Services Division (CJIS) implemented the Integrated
  Automated Fingerprint Identification System
  (IAFIS).

- **November 29, 1999, OPM began to transmit all hard**
  card submissions to IAFIS through OPM's
  Fingerprint Transaction System (FTS).

 Scanned (live scan or card scan) fingerprints can be
   electronically transmitted; hard cards are mailed to OPM.

How it works:

 Electronically transmitted fingerprints are received by FTS
   and subject data uploads automatically into PIPS.

 Mailed fingerprints are data entered in PIPS, a file transfer so they
   to FTS, and hard cards scanned.

 All fingerprints sent to FBI are in digitized format, so they
   receive 24 hour processing.

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Automated Fingerprint Processing
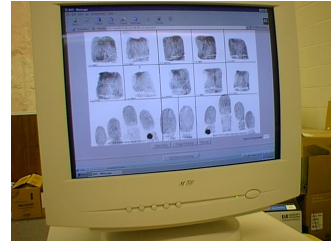
The benefits are:

 Reduction in processing time from weeks to hours for the
    fingerprint based criminal history check.
 Arrest records received electronically, allowing for
    electronic transmission with closed investigations and are
 Eliminates "lost" fingerprint submissions
    available much earlier in the investigative process.
 Enhances classification process

 OPM central processing system reduces or eliminates agency
    investment in imaging equipment, each submitting office can
    determine which format best meets its needs:
     hard card
     card scan
 All images are stored until response received
     livescan
from the FBI--
    can be retransmitted without reprinting

FBI Certified Systems

• FBI developed Image Quality Specifications (IQS) for   the capturing and transmission, and printing of digitized fingerprints.

• Anyone interested in purchasing Live Scan or   Cardscan equipment should check with the FBI   to get their list of certified products. Their WEB address is...*WWW.FBI.gov/iafis or call   202 324-9341.*

• All procurements should require that vendors meet   the ANSI/NIST and EFTS (version 6.2 or later) specifications outlined by the FBI.

Fingerprint Transaction System (FTS)

The FTS is OPM's system that was developed to allow OPM's customers to take advantage of the enhancements IAFIS offers.
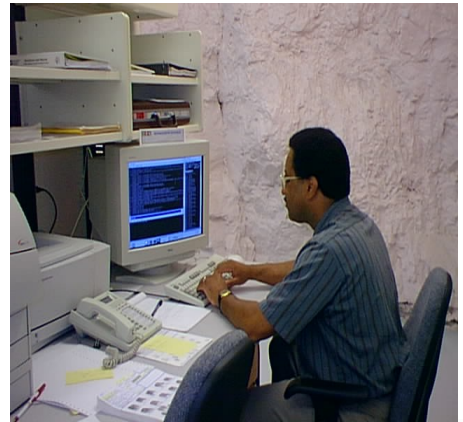
Results to Date:

Prints sent through FTS *(12/99 to present): 484,701*
Timeliness of Results: *9 hours 27 min.*
Unclassifiable Rate: *5%*
Average Timeliness results to agency: *5 days*

FINGERPRINT SUBMISSION FORMATS

➢ **HARDCARD:**

May be Ink/Roll or Chemical Method

➢ **CARDSCAN:**

Scanned Image of a Hardcard
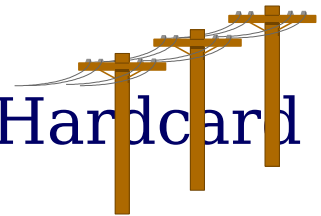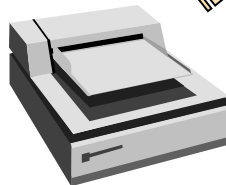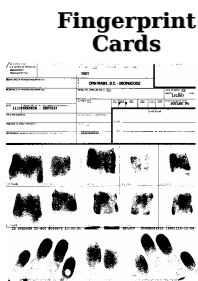
➢ **LIVESCAN:**

Digital Technology for Capturing Fingerprints (no paper)

Fingerprint Processing Workflow

SON

HARDCARD PROCESS

LIVESCAN PROCESS

CARDSCAN PROCESS

OPM

MAIL

DATA ENTRY

HIGH SPEED SCANNER

STORE/FORWARD SERVER

PIPS

ISCJIS

IAFIS

CJIS WAN

OPM

CLASSIFIABLE NO RECORD ELECTRONIC NOTIFICATION ONLY

CLASSIFIABLE RECORD ELECTRONIC NOTIFICATION ARREST RECORD TRANSMITTED/MAILED

UNCLASSIFIABLE ELECTRONIC NOTIFICATION ONLY (flag set for retransmission)

RESULTS PROCESSOR

PIPS UPDATED

ISOI

CASE PAPERS MAILED

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ELECTRONICALLY TRANSMITTED

CASE PROCESSING

 Receipt..................................**4 hrs.**

Mail is delivered by 6:00 a.m. each day and opened within 4 hrs.

Screening......................................

If the request contains missing or discrepant information
a phone call will be made to the submitting office to obtain information; we will give SON 3 days to get information to
make case acceptable

CASE PROCESSING

 Data Entry..................................
Information from Standard Form or EPSQ is data
entered and key verified for automated scheduling

Priority Workloads (35 Day Service)......... **Same D**
Other Workloads (Varies by Service Type)... **3-5 D**
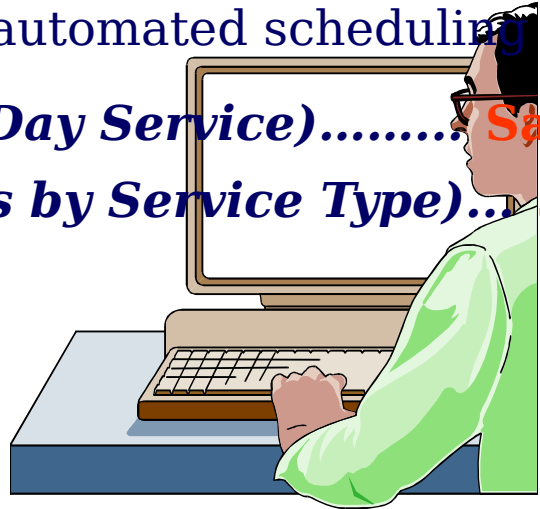
Scheduling..................................
Scheduling process happens automatically that evening

CASE PROCESSING

 Case Control...................................
The case is in pending status for completion of 3rd party information, timeliness varies by type of information pending

 Closeout......................................
The case is closed and sent to Security Office

Submission Quality

Percentage of Submissions Rejected as Unacceptable (FY 00):

	All SOI's	Army
SSBI:	5%	11%
SSBI-PR:	6%	9%
NACLC:	11%	8%
ANACI:	22%	31%
NACI:	26%	29%

14
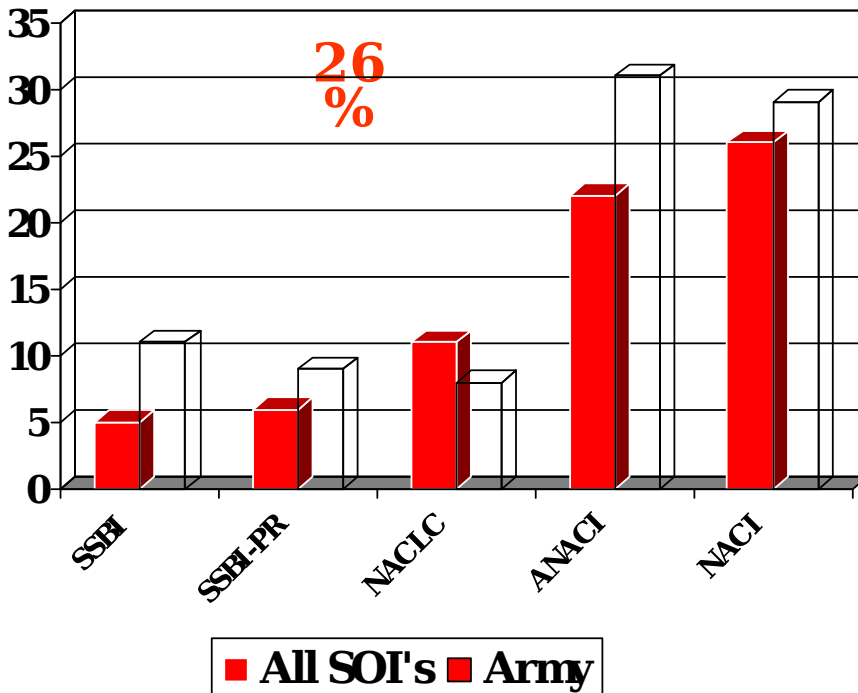
Submission Quality

Reasons for Rejections:

16.5%		Required Forms not signed, dated, or submi
15.7 %		Submitted forms outdated
		Amendments requiring subject certification
8%		Agency Use Block information incomplete
6.6%		Subject identifying data missing or discrepa
3.4%		Subject background information missing or
6.0%		Other
2.2%		
4.7%		
8.8%		
9.1%		
52.4%		
47.4%		
8.5%		
10.4%		

(Army Data FY 00)

Forms Not Signed 15.7%

Forms Outdated 6.6%

Other 10.4%

Amendments 6%

Subject Background Information 47.4%

Subject Identifying Data 9.1%

Agency Use Data 4.7%
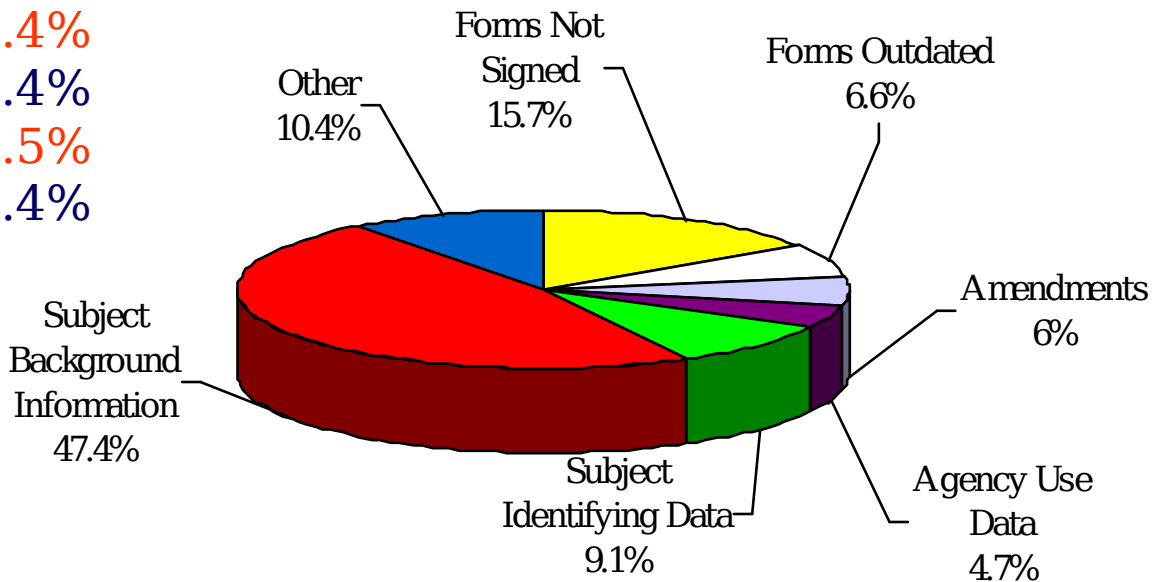
PIPS Unacceptable Repor

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
INVESTIGATIONS SERVICE
FEDERAL INVESTIGATIONS PROCESSING CENTER
BOYERS, PA 16018-0618

REPORT OF UNACCEPTABLE CASE SUBMISSIONS
FROM: 10/01/1999 THRU 09/30/2000

SON:
D/ARMY

WASHINGTON, DC 20310-6800

AT THE REQUEST OF THE SON IDENTIFIED ABOVE, THE FOLLOWING STATISTICS
COVERING UNACCEPTABLE CASE SUBMISSIONS THAT HAVE NOT BEEN RESOLVED BY
TELEPHONE CONTACT ARE PROVIDED FOR THE PERIOD SHOWN. IF THIS REPORT IS
NO LONGER REQUIRED, PLEASE CONTACT FIPC-PSD AT (724)794-5612.

	SF85		SF85P		SF86		OPI86C		TOTAL	
NACI/ANACI REC	42		20		184		0		244	
UNACCEPTABLE	18	(43%)	11	(55%)	71	(39%)	0	((0%)	100	(41%)
SACI/SAC REC	0		0		0		0		0	
UNACCEPTABLE	0	((0%)	0	((0%)	0	((0%)	0	((0%)	0	((0%)
NAC/NACLC REC	0		1		553		0		554	
UNACCEPTABLE	0	((0%)	1	100%)	144	(26%)	0	((0%)	145	(26%)
BI'S REC	0		0		205		0		205	
UNACCEPTABLE	0	((0%)	0	((0%)	26	(13%)	0	((0%)	26	(13%)

```
* * * * * * * * * * * * * * REASONS FOR REJECTION * * * * * * * * * * * * * * * *
```

	SF85	SF85P	SF86	OPI86C	TOTAL
1A	6	3	23	0	32
1B	1	0	15	0	16
1C	0	2	11	0	13
1D	0	0	0	0	0
1E	1	2	17	0	20
1F	0	0	0	0	0
1G	0	0	0	0	0
1H	0	0	0	0	0
1I	0	0	0	0	0
1J	1	0	0	0	1
1K	2	3	21	0	26
1L	0	0	1	0	1
2A	2	4	27	0	33
2B	1	0	4	0	5
2C	0	0	0	0	0
3A	2	1	13	0	16
3B	0	0	25	0	25
4A	5	7	55	0	67
4B	4	1	13	0	18
4C	4	4	97	0	105
5	4	2	35	0	41

SEE UNACCEPTABLE CASE NOTICE EXPLANATION FORM ATTACHED

SON: _____
TYPE _____

PO BOX 618
BOYERS, PA 16018-0618

················· UNACCEPTABLE CASE NOTICE ·················

The attached forms were received from your agency for initiation of a personnel investigation. These papers require correction and/or completion as indicated below. Accurate correction or completion of the items marked will prevent further delays of the investigation. If you have any questions please call 412-794-5612. Please return this form with your completed case papers to the address shown above.

IF THE INVESTIGATION IS NO LONGER REQUIRED, *RETAIN THE CASE PAPERS IN YOUR FILES AND COMPLETE THE INFORMATION IN THE AGENCY USE BLOCK ON THE REVERSE SIDE OF THIS FORM AND RETURN IT TO THE ADDRESS SHOWN ABOVE.*

SUBJECT: _____   DATE/STAFF ID: _____
         LAST   FIRST   MIDDLE

1. __CASE PAPERS__ - Reference Standard Form __85 * 85P * 86 *__ __171 or Equivalent *__ __87 * FD258__
   - _____ A. ( ) Not Submitted
   - _____ B. ( ) Not Signed   Page(s) _____
   - _____ C. ( ) Not Dated   Page(s) _____
   - _____ E. ► ► ► Form does not meet our current date requirements.
         Please update residence, employment etc... RE-SIGN and RE-DATE appropriate forms.
         ► ► ► Form will not meet our current date requirements.
         Please update residence, employment etc... RE-SIGN and RE-DATE appropriate forms.
   - _____ F.   Incorrect version of the fingerprint chart submitted for processing. Submit: (SF87) / (FD258).
   - _____ G.   Fingerprints will not be accepted by the FBI due to: _____
   - _____ H.   Obsolete version of the SF 171 application submitted for processing.
   - _____ I.   OPM kept OFI 79 for recordation of your investigation onto our system. Do Not submit another OFI 79.
   - _____ J.   Incorrect version of standard form submitted.
   - _____ K.   Please have the subject initial amendments made to: _____ (See reverse side of form)
   - _____ L.   Please submit an OFI-36 for foreign born spouse or immediate family member(s).

2. __AGENCY USE BLOCK__ - Reference Standard Form _____
   - _____ A.   Item(s) _____ require completion.
   - _____ B.   Response in item(s) _____ not valid.
   - _____ C.   See attached Army Directive, Item 4.

3. __SUBJECT IDENTIFYING DATA__ - Reference Standard Form _____
   - _____ A.   Item(s) _____ require completion.
   - _____ B.   _____ is discrepant: _____ or _____. *Please correct all forms.*

4. __SUBJECT BACKGROUND DATA__ - Reference Standard Form _____ Page(s) _____
   - _____ A. ( ) Item: _____ require completion.
         ( ) Item: _____ require completion.
         ( ) Item: _____ require completion.
   - _____ B.   Complete mailing addresses, city, state, and ZIP Codes, required in item(s): _____ · _____
   - _____ C. ► ► ► The following periods of **RESIDENCE** are unaccounted for in item _____ :
         From _____ To _____   From _____ To _____
         From _____ To _____   From _____ To _____
   - _____ ► ► ► The following periods of **EMPLOYMENT** are unaccounted for in item _____ :
         From _____ To _____   From _____ To _____
         From _____ To _____   From _____ To _____

5. __OTHER:__ _____
   _____

FIPC 45A – (REV 6/94)